



VILLAGE OF WEBSTER

FULL BOARD PUBLIC PROPERTY MINUTES
Wednesday, May 12, 2021
Immediately following the Regular Board Meeting
7421 Main Street West, Webster, WI

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- I. CALL TO ORDER** – President, Roberts called the meeting to order at 6:36 p.m.
- II. PRESENT** – Village President, Jeff Roberts; Trustees, Kelsey Gustafson; Tim Maloney; Aaron Sears; Bill Summer; Charlie Weis and Greg Widiker. Also Present: Webster Police Chief, Stephenie Wedin; Public Works Director, Jay Heyer; Clerk/Treasurer, Debra Doriott-Kuhnly and Greg Marsten – Burnett County Sentinel. Absent: None.
- III. PRELIMINARY ADDITION AND ALTERATIONS PLANS OF NEW OFFICE BUILDING**– Public Property Chair, Maloney stated he received copies of the agreement between the village and Legend Architecture, LLC for a 2-stall garage addition and interior alterations. Maloney asked for any updated input from last week’s meeting. Trustee, Summer reported that he talked to the owners of Café Moonglow about the village purchasing six feet of their land east of the new village property. They are not interested in selling but they are ok with granting an easement for utilities. Trustee, Weis provided a sketch of proposed changes, including moving the restroom door and 2nd door from the storage room into the meeting room. He also said there should be a protective barrier between the public and clerk/treasurer. Maloney said he thinks all in agreement with that. Trustee, Widiker asked Kuhnly her opinions. She stated that if glass barrier and not boxed in she would be ok. She then shared concerns about not having enough room for file cabinets, shelving, and storage. Chief, Wedin said she and Kuhnly measured the space and agrees there is not enough room. Trustee, Weis suggested adding 5-10 feet on the garage for storage. Kuhnly said her earlier comments were just for access to ‘everyday’ records not required record retention storage. Maloney questioned there not being enough room if take the wall out and remove current desk. He said the architect suggested taking the desk out vs trying to build around it. That should work with L shaped desk and closer to door. Kuhnly then brought up the option of having the new building just be for the police department. This would save money and eliminate the challenges of the building not being big enough for all the village needs or wants. Trustee, Sears suggested making the meeting room smaller and if need more space, for meetings, continue to have at the Community Center. Trustee, Summer asked Chief, Wedin her thoughts and she shared she is not picky; she is getting out of the basement. Summer asked if the building would be too big for just the police department. Chief, Wedin said they don’t need all that room, but the extra space could be used for village storage. Public Works Director, Heyer asked about eliminating the garage. Chief, Wedin said they technically don’t need a garage at the new building; they really only need space for one squad. They could continue to park where they currently park (at current village office) or the cold storage or at the fairgrounds. If the village office were to stay at current location, another idea was to take the wall out and make the current garage into meeting room or village storage. Chief, Wedin said need to look at the expense. Maloney said the board has looked at the expense of the current garage and with the sloped floor and floor drainage it really couldn’t be a meeting room. He reiterated the whole idea, of the new building, was to get the village office down on main street; with a board meeting room and get the police department out of the basement of the community center. Maloney then said the future garage could be eliminated or included. Trustee, Widiker thinks there should be

time taken to process and consider this new idea; especially is there is not enough space for what is needed. Maloney said he isn't sure that there is not enough space. He asked if someone took a tape measure and figured it out exactly what space is needed and if took whole front office and wall out there still isn't enough space? Chief, Wedin said as it sits right now, there is not enough space. Wedin and Kuhnly did not consider removing the wall and current desk configuration. Maloney repeated what the architect suggested during last week's meeting. Wedin and Kuhnly acknowledged they did not hear that. Trustee, Sears made suggestions on how the clerk's desk area could be designed and holding off on the garage. Trustee, Widiker also commented on holding off on the garage as this would eliminate the drainage and easement issues and would like practical solutions for clerk's access and area. Chief, Wedin suggested a sliding glass window for access to the clerk. Front door security options were addressed. Maloney emphasized the current building was originally built for public works only and repeated the reason for purchasing the new building was to get the police out of the basement and get the village office and board meeting room on main street. Trustee, Gustafson and Kuhnly reviewed the draft building plans and compared measurements of clerk's current file cabinets and desk to the new office space. President, Roberts asked if consensus on waiting on the garage. Trustee, Gustafson agreed. Kuhnly asked if the outside buzzer would be necessary if there is the glass barrier installed in front of her desk. She said she has concerns about the elderly, especially during the winter and a pass through/vestibule (like current office has) might be a better option. Trustee, Summer brought up the option of installing an enclosure or car port for the police squads vs a garage.

At 7:24 p.m., the meeting was moved to the new office location: 7461 Main Street West

Measurements were taken and discussion ensued on the options for the clerk's office space. Suggestion was made to put hanging storage units on wall in the lobby area. A future meeting will be set up to go over the options with the architect.

- IV. **MOTION TO ADJOURN** – Motion to adjourn the Public Property Meeting at 8:05 p.m. was made by President, Roberts; seconded by Trustee, Gustafson. **Motion carried 7-0.**

Respectfully submitted,

Debra Doriott-Kuhnly

Clerk/Treasurer

May 12, 2021

***These minutes are subject to approval at next month's Regular Meeting.